King, Valerie A.

From: King, Valerie A.
Sent: Tuesday, March 06, 2001 5:07 PM
To: Reininghaus, Wolf
Cc: Viol, Brigitte
Subject: FW: 2001 Plan Tracking/Reporting

Dear Wolf -
Now that many of the INBIFO scientists have direct email accounts, do you have a preference for whether I solicit project tracking information directly from the scientists (or should I coordinate feedback through one person for the INBIFO projects)? I'm happy to proceed in whatever manner is most efficient for you/your staff. Please let me know.

Thanks and kind regards,
Valerie

-----Original Message-----
From: King, Valerie A.
Sent: Tuesday, March 06, 2001 4:56 PM
To: Andriot, Michelle D.; Carmines, Edward L.; Davies, Bruce D.; Dempsey, Ruth; Elves, Robert G.; Gaworski, Charles L.; Hirnikel, Daniel J.; Jerome, Ann M.; Kinser, Robin D.; Koller, Debbie; Lau, Raymond W.; McKinney, Willie J; Nixon, Gerry M.; Oey, Jan; Podraza, Ken F.; Reininghaus, Wolf; Roemer, Ewald; Sanders, Edward; Schorp, Matthias; Takada, Kohji; Tricker, Anthony; Walk, Roger A.; Werley, Michael S.; Haussmann, Hans-Juergen; Viol, Brigitte
Cc: Solana, Rick P.; Carchman, Loreen
Subject: 2001 Plan Tracking/Reporting

Dear project leaders:

Now that we have a completed 2001 plan, Rick has requested that we implement a tracking program. As with last year, we plan to track project milestones on a monthly basis. Each month I will generate a report that solicits feedback on the status of milestones due for a given month. Project leaders will be asked to provide details on and explanations for delays.

We are also providing feedback on the WSA 2001 Plan to the Operations Planning group. This reporting centers around significant accomplishments in our overall program. For this reporting, I will solicit feedback from project leaders on an individual basis.

Project leaders are encouraged to proactively provide me with updated project information outside of the monthly milestone tracking. If there are significant changes to the status or milestones in a given project, let me know. Send me an email or forward me an updated project sheet. Because I generate multiple reports from the information in the project tracking database, having up to date information about the projects is critical.

I recognize that project tracking requires effort on your part. I will do what I can to minimize the impact on your time.

Thanks,
Valerie

Frau Viol: Would you please circulate this to the other INBIFO project leaders? Thank you.

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